



DNP Group CSR Procurement Guidelines

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Dai Nippon Printing Co., Ltd.

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The following have been established as the guidelines to which the DNP Group and its suppliers must adhere so as to fulfill their social responsibilities:

- I . Human Rights and Labor1
 - 1. Prohibit forced labor
 - 2. Prohibit inhumane treatment and infringements of human rights
 - 3. Prohibit child labor
 - 4. Prohibit discrimination
 - 5. Pay appropriate wages
 - 6. Regulate working hours
 - 7. Respect the rights to freedom of association

- II . Occupational Health and Safety2
 - 1. Apply safety measures for equipment and instruments
 - 2. Promote safe activities in the workplace
 - 3. Promote hygiene in the workplace
 - 4. Apply appropriate measures for occupational injuries and illnesses
 - 5. Properly manage disasters and accidents
 - 6. Be careful about physically demanding work
 - 7. Promote safety and hygiene in all company facilities
 - 8. Promote health maintenance programs for employees

- III . Environment3
 - 1. Establish and apply an environmental management system
 - 2. Minimize environmental pollution
 - 3. Obtain environmental permits
 - 4. Promote green-house gas reduction
 - 5. Promote waste reduction
 - 6. Promote resource and energy saving by reusing, reducing, and recycling
 - 7. Control hazardous chemicals in products
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 - 9. Disclose environmental preservation activities

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I . Human Rights and Labor

I -1. Prohibit forced labor

Suppliers are requested to employ all employees on a voluntary basis, and not to commit forced labor.

I -2. Prohibit inhumane treatment and infringements of human rights

Suppliers are requested to respect human rights of employees and to prohibit harsh and inhumane treatment such as maltreatments and/or various harassments.

I -3. Prohibit child labor

Suppliers are requested not to employ children who are under the lowest labor age and not to assign such jobs that impair children's development.

I -4. Prohibit discrimination

Suppliers are requested to prohibit discrimination during the process of job offering and hiring, and to endeavor the equal opportunity and fairness of treatment.

I -5. Pay appropriate wages

Suppliers are requested to pay legal minimum wage or more, and not to practice unfair wage deduction as means of a disciplinary action.

I -6. Regulate working hours

Suppliers are requested to regulate employee's working hours/holidays/vacations not to exceed the legal ceiling.

I -7. Respect the rights to freedom of association

Suppliers are requested to respect the rights to freedom of association of employees, as means of employer-employee consultation, in order to settle working conditions and/or wage issues, etc.

II . Occupational Health and Safety

II -1. Apply safety measures for equipment and instruments

Suppliers are requested to apply appropriate safety measures for equipment and instruments used in their company.

II -2. Promote safe activities in the workplace

Suppliers are requested to evaluate their own safety risks and to ensure safety in the workplace with appropriate design, technique, and control method.

II -3. Promote hygiene in the workplace

Suppliers are requested to grasp the condition in the workplace related with biological and chemical harms, noise, and odor, which are harmful to health, and to provide appropriate measures.

II -4. Apply appropriate measures for occupational injuries and illnesses

Suppliers are requested to grasp the situation of occupational injuries and illnesses in the workplace, and to provide appropriate measures.

II -5. Properly manage disasters and accidents

Suppliers are requested to prepare the emergency response measures for possible disasters and accidents in order to protect human lives, and to inform all-out to people in the workplace.

II -6. Be careful about physically demanding work

Suppliers are requested to define the physically demanding works, and to control appropriately to prevent injury and illness.

II -7. Promote safety and hygiene in all company facilities

Suppliers are requested to keep safety and hygiene appropriately in all company facilities provided for employee's living (ex. Dormitory, canteen, restroom.)

II -8. Promote health maintenance programs for employees

Suppliers are requested to provide appropriate health maintenance programs for all employees.

III. Environment

III-1. Establish and apply an environmental management system

Suppliers are requested to establish and implement an environmental management system.

III-2. Minimize environmental pollution

Suppliers are requested to be in compliance with local laws and regulations of drainage, sludge and air emissions, and to improve such environmental pollution by voluntary criteria as needed.

III-3. Obtain environmental permits

Suppliers are requested to obtain necessary environmental permits defined by local laws and regulations, and to submit necessary reports to the government.

III-4. Promote green-house gas reduction

Suppliers are requested to define a voluntary goal of the green-house gas reduction, and to implement continuous activities for further reduction.

III-5. Promote waste reduction

Suppliers are requested to define a voluntary goal of the eventual waste reduction, and to implement continuous activities for further reduction.

III-6. Promote resource and energy saving by reusing, reducing, and recycling

Suppliers are requested to set voluntary targets in order to implement resource usage¹ that takes into consideration resource and energy savings along with bio-diversity, and will aim for ongoing effective resource and energy usage. At the same time, when purchasing goods, such as materials and paper, suppliers are requested to promote green purchasing².

[*1] DNP Group Guidelines for Procurement of Paper for Printing and Converting

[*2] DNP Group Green Purchasing Policy

III-7. Control hazardous chemicals in products

Suppliers are requested to manage chemical substances designated in local laws and regulations, DNP Group Green Procurement Guidelines for Chemical Substances, and others.

III-8. Control hazardous chemicals in manufacturing

Suppliers are requested to control chemical substances (used in manufacturing processes) defined by local laws and regulations.

III-9. Disclose environmental preservation activities

Suppliers are requested to disclose outcomes of environmental activities appropriately.

IV. Product Quality and Safety

IV-1. Establish and apply a quality and safety management system

Suppliers are requested to establish and implement a quality and safety management system.

IV-2. Ensure product safety

While satisfying the regulations and standards demanded of products in each country, suppliers are requested to endeavor to provide products that exceed the needs and expectations of society in product safety and quality.

V. Information Security

V-1. Secure computer networks against threats

Suppliers are requested to take protection against threats on the computer network, and to prevent damages to their company and others.

V-2. Prevent the leakage of personal information

Suppliers are requested to appropriately control and protect personal information of employees, customers, and third parties.

V-3. Prevent the leakage of customer and third-party confidential information

Suppliers are requested to control and protect confidential information from customers and third parties.

VI. Fair Trading

VI-1. Prohibit corruption and bribery

Suppliers are requested to maintain a sound and normal relationship with politics and government administration without committing bribery and/or making illegal political donations.

VI-2. Prohibit abuse of a superior position

Suppliers are requested not to create disadvantage for their suppliers by abuse of a superior position.

VI-3. Prohibit the offering and receiving of inappropriate profit and advantage

Suppliers are requested not to offer and/or to receive inappropriate benefits to/from stakeholders.

VI-4. Prohibit impediment to free competition

Suppliers are requested not to impede fair, transparent, and free competition.

VI-5. Provide accurate information on products and services

Suppliers are requested to provide accurate information on products and services to consumers and customers.

VI-6. Respect intellectual property

Suppliers are requested not to infringe upon intellectual property rights.

VI-7. Use appropriate import and export procedures

Suppliers are requested to establish a clear management system, and use appropriate import and export procedures regarding the import and export of technologies and goods regulated by laws and regulations.

VI-8. Responsible Sourcing of Raw Materials

Suppliers are requested to take appropriate measures so as to prevent conflict minerals issues, human rights and labor problems, and environmental issues in the supply chain.

VI-9. Disclose appropriate company information

Suppliers are requested to positively disclose company information for stakeholders, regardless of legal obligation.

VI-10. Detect injustice promptly

Suppliers are requested to perform activities to prevent improper act, and to streamline the system to discover and to respond to improper act in an early stage.

VII. Contribution to Society

VII-1. Contribute to society and community

Suppliers are expected to practice proactive voluntary activities to contribute to the development of global society and local community.

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